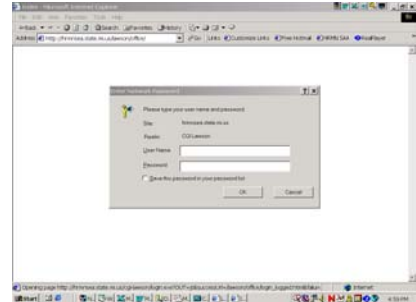
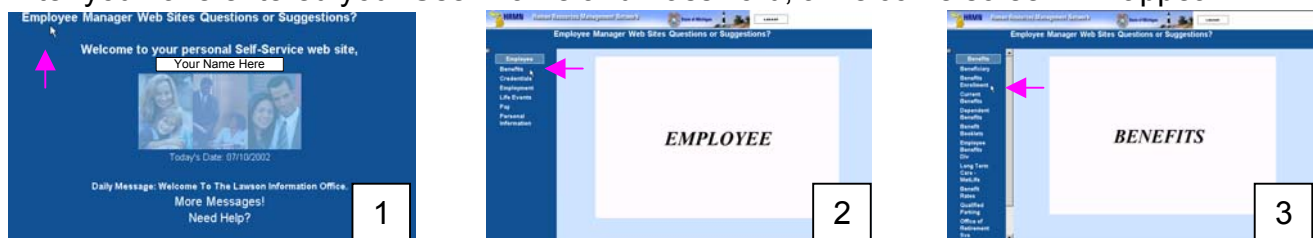


Do Your 2002-2003 Insurance Open Enrollment In Your Employee Self-Service Account!

Again this year, employees will be able to use their Self Service account for insurance open enrollment. The address is <https://sso.state.mi.us/dcs/lawson/office>. When you get to this login screen, you will need your User Name and Password. Your User Name is your employee number preceded by an h0 if you have a 6 digit employee number or preceded by an h if you have a seven digit employee number.

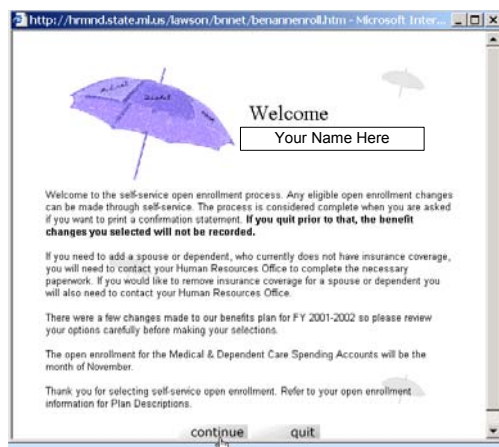


After you have entered your User Name and Password, a welcome screen will appear.



1. Click on the word EMPLOYEE that appears at the top of the screen.
2. A menu of options will appear on the left side of the screen. Select Benefits.
3. A new menu of will appear on the left side of the screen. Select Benefit Enrollment.

This will open a new window that welcomes you to the open enrollment process!



Please read the instructions on the Open Enrollment Welcome screen. As you click the continue button, the system will show you your current insurance selections and then give you an opportunity to keep you existing insurances or change any one of the insurances.

It is important that you continue the process until a confirmation statement is printed. If you quit the process prior to the confirmation statement printing, your new elections will not be recorded.

Doing your Open Enrollment on line is quick and simple! And you can come back to make changes as often as you like during the Open Enrollment period!